



# City of Cambridge

## PURCHASING DEPARTMENT

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**TO:** All Bidders

**FROM:** City of Cambridge

**DATE:** April 21, 2021

**RE:** File No. 9663 - Technical Assistance & Training: Cambridge Building Energy Use Disclosure Ordinance (BEUDO)– Addendum No. 1

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This addendum is comprised of:

1. Bid extension deadline
  2. Bidders questions
1. The bid open date has been extended to 11:00 a.m. on April 29, 2021.
  2. The following questions were submitted and answered:

**Question No. 1**

The RFP instructions note that "The submitted bid must be without conditions, exceptions, or modifications to the bid document." Will the City allow the submittal of a cover letter in addition to the completed, required bid forms? Or, would a cover letter constitute a "modification to the bid document"?

**Answer No. 1**

Cover letter with all requested documents is acceptable.

**Question No. 2**

Will the City be willing to accept submittal of proposals via email, as opposed to requiring physical delivery of a hard copy? Given the COVID-19 pandemic and associated remote work arrangements, the logistics of shipping a hard copy proposal and/or ensuring hand delivery are more complicated this year. The ability to submit proposals via email (similar to what is allowed for Cambridge-issued RFPs under State Contract PRF62) would be greatly appreciated.

**Answer No. 2**

Must receive a hard copy, no emails accepted.



**Question No. 3**

The RFP states that "One award will be made to the lowest responsive and responsible bidder offering the lowest total price(s) to provide all the tasks described in this bid document" This represents a change from the RFP for this same scope of work in 2019, when the evaluation of price was limited to the base/first year of the contract. Can the City please confirm that this change is intentional, and that the evaluated price will be the total (2-year) price?

**Answer No. 3**

The IFB states the bid will be evaluated on the "total" price for both years. The City will not evaluate the bid solely on the FY2022 price.

**Question No. 4**

The RFP states that "bidders shall submit an itemized price sheet outlining the hourly rate(s) for each task." If hourly rates by staff member and assigned labor category will remain the same across all tasks for the duration of each contract period, will it be sufficient to provide a simple "rate card" – i.e., a list of the labor categories proposed and the hourly rate for each category? Or, is the City requiring that the bidder calculate a specific hourly rate for each task, based on the number of labor hours, the staffing mix, and ODCs (if any)?

**Answer No. 4**

A list of rates or rate card is sufficient. Price calculations are not required.

All other details remain the same.



Elizabeth Unger  
Purchasing Agent

Addendum No. 1